

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Pay Statements** service is located in the 'My Pay' workset in ESS. Employees can use this service to display their current or past pay statements. The pay statements are displayed in Adobe PDF format and can be printed or saved as a PDF document.

NOTE: The Pay Statements are displayed in ESS in Adobe PDF format. If Adobe is not installed the machine you are using for ESS, the form will not display.

Terms: The Pay Statement is also be referred to as a: Salary Statement, Pay Check, Pay Stub, Pay Slip, or Remuneration Statement.

Trigger

Use this service in Employee Self-Service (ESS) to display, print, or save your Pay Statement.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).
- Adobe Reader Version 8.1 (9.1 recommended) to display the PDF form (Time Statement).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Pay Statement

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

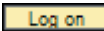
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course**, we encourage you to do so as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

- Quick Links
- Who's Who

My Pay

- *Bank Information (Direct Deposit)
- *Employment Verification
- *W-4 Tax Withholding
- *Voluntary Deductions
- *Savings Bonds
- Quick Links
- Pay Statements

My Benefits

- *Employee Insurance Program Websites
- *Retirement Forms
- Quick Links
- MyBenefits - Employee Insurance Program

My Career

- *Training and Development
- Quick Links
- State Jobs

My Working Time

- *Quota Overview
- *Time Statements
- *Holiday Schedule
- *State Employee Leave Package
- Quick Links
- Record Working Time
- Time Conversion
- Leave Request

My Personal Info

- *Address and Emergency Contacts
- *Personal Data

My Travel and Expenses

- *Expense Reports
- *Travel Requests



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation (the area page) by selecting the workset in three possible actions. Also, a user can select a Quick Link to go directly to the service. Select the workset or Pay statement quick link by performing one of the following functions: NOTE: If Pay Statement Quick Link selected, skip to step 8.

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.
	Click the QUICK link for pay statement service (page).

The screenshot shows the MySCEmployee web application. The top navigation bar includes links for Welcome, Employee Self-Service, My Overview, My Employee Search, My Working Time, My Pay, My Personal Info, My Benefits, My Travel and Expenses, and My Career. The 'My Pay' section is active, displaying a list of links and descriptions for various services: Pay Statements, Employment Verification, Direct Deposit and Banking, and Deductions and Withholdings. A large image of a pen writing on a document with dollar signs is visible on the right side of the page.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Pay Statement** service, click the link [Pay Statements](#).

Welcome essit15, **MySCEmployee**
powered by **SCEIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Paycheck Inquiry Service

Paycheck Inquiry Service

[Show Overview](#)

Previous Salary Statement | Next Salary Statement | Exit

1 / 4 80.6% Find

PURSUANT TO WARRANT OF
RICHARD ROCKSTROM
CONTROLLER GENERAL

STATE OF SOUTH CAROLINA
Office Of State Treasurer
CONVERSE A. CHELLIS III, CPA
STATE TREASURER

Pay Period: 07/02/2009 through 07/16/2009		Name: Stacy remuneration Test		Personnel No: 90000205		
Check Date: 07/21/2009		Organization: R080-SECRETARY OF STATE				
Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 5,710.00 -	391.09 -	1,560.06 -	3,758.85	Ben-SCRS EE Pre-tax		1,308.45
YTD: 59,199.67 -	4,709.96 -	22,496.49 -	31,993.22	Ben-DualSCRS EE Pretax		147.85
				Ben-DualPORS EE Pretax		109.00
Earnings	Hours	Current	YTD	Ben-ORPDualEEAIGEEPretax		195.53
Regular Salary Exempt		1,950.00	13,650.00	Ben-ORPDualEEETIAEEPretax		304.53
Summer Pay Salaried		1,950.00	13,650.00	Flexible Benefits Agency	1.00	7.00
Ex Officio Allowance, Leg		450.00	3,150.00	SCRS IPP Pre-tax	2.00	14.00
Active Retiree Wages		450.00	3,150.00	PORS IPP Pre-tax	2.00	14.00
Teri Retiree Wages		450.00	3,150.00	GARS IPP Pre-tax	1.00	6.00
Grandfather Teri Wages		450.00	3,150.00	JGRS IPP Pre-tax	1.00	6.00
Salaried Non-Exempt	10.00	70.00	70.00	Ben-Adj Loan EE Pre-tax	4.00	24.00
On Call/Standby		2,274.60	2,274.60	MoneyPlus BasAdmFeePretax	0.14	0.98
Overtime Premium 50%		54.51	54.51	Ben-Opt Life EE Pre-tax	10.54	73.78
Officer of the Day/Night		70.00	70.00	Ben-Dental Plus Pretax	10.30	72.10
				MoneyPlus AdmAdmFeePretax	3.50	24.50



The current period **Pay Statement** is displayed.

8. To display a list to include all previous **Pay Statements** click [Show Overview](#).

Paycheck Inquiry Service

[Hide Overview](#)

Display the Last: All Available Sal. Statements

Overview

Payment Date	Gross	Payment Amount	PrintStatus
08/31/2007	2,096.75 USD	6,861.49 USD	
03/30/2007	2,096.75 USD	1,748.31 USD	
02/28/2007	2,096.75 USD	1,748.30 USD	
01/31/2007	2,096.75 USD	1,748.30 USD	

Previous Salary Statement | Next Salary Statement | Exit





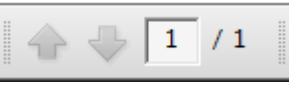
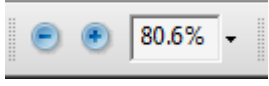


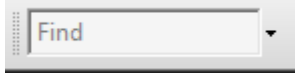
To display other Pay Statements, select one from the overview list. The Adobe window will be refreshed with the Pay Statement selected.



Navigate back and forth through the Pay Statements by clicking

◀ Previous Salary Statement or Next Salary Statement ▶.

9. The **Pay Statements** in ESS are launched using Adobe as a PDF document. Using the Adobe functionality, perform one of the following:

If	Then
You want to print the form to your local printer.	Click 
You want to save the form to your PC.	Click 
You want to navigate to the previous or next page.	Click 
You want to decrease or increase the magnification (i.e. zoom) of the entire page.	Click 
You want to fill the window with each page and scroll through the pages continuously.	Click 
You want to display one page at a time.	Click 
You want to use a search/find function, such as typing a word to find it in the displayed PDF document.	Click 



Caution: Employees should always be cautious when printing or saving their Pay Statements.

Result

You displayed or printed your Pay Statement.